



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION  
 AUGUST 14 2024  
 STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

*See instructions before completing this form. Must be submitted with PART 2*

**Section A and Section B must be filled out and signed by local government before submission to the State Archives**

### Section A: Local Government Unit

Washington Township Trustees (Lucas County)

Administration/General/Police/Fire/Roads/Park/Zoning

(Local Government Entity)

(Unit)

*Michele A. Nowakowski*

Michele A Nowakowski, Fiscal Officer 08/13/2024

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Washington Township Trustees (Lucas County)

Records Commission

419-726-6621

2469 Shoreland Ave.

Toledo, OH

43611

(Telephone Number)

Lucas

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

Fiscal-officer@washington-twp.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

*Michele A. Nowakowski*

08/13/2024

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Government Records Archivist

8/16/2024

Signature

Title

Date

### Section D: Auditor of State

Records Manager

Signature

Title

Date

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
05-01 FISCAL	Bank Statements-Arranged chronologically. A record usually sent to the account holder once per month, summarizing all transactions in an account during the time from the previous statement to the current statement. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-02 FISCAL	Bank Deposit Slips – Arranged chronologically. A written notification accompanying a bank deposit which specifies and categorizes the funds (such as checks, bills and coins) being deposited. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-03 FISCAL	Cancelled Checks – Arranged chronologically. A check that has cleared the depositor’s account and has been marked as “canceled” by the bank. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-04 FISCAL	Check Register (Stubs or duplicate copy of check) Arranged chronologically. An informal record of all deposits to, and withdrawals from a given checking account. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-5 ADMIN	Insurance Policies – Arranged chronologically. A contract of insurance, describing the term coverage premiums and deductibles. Admin. Legal	2 years after expiration, provided all claims are settled.	Paper		<input type="checkbox"/>
05-06 FISCAL	Pay-In Orders (Receipts) – Arranged chronologically. A written acknowledgement that specified article, sum of money, or shipment of	3 years, provided audited	Paper		<input type="checkbox"/>

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05-08 FISCAL	Vouchers (Warrants) – Arranged chronologically. Document which acknowledges a liability or provides authorization to pay a debt. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-09 ADMIN	Bids (Unsuccessful) – Arranged by project. An offer to do a piece of work for a specific price that was not awarded. Admin.	2 years, provided audited	Paper		<input type="checkbox"/>
05-10 FISCAL	Cash Book, Cash Receipts and Expenditures Journal – Arranged chronologically. An accounting book which documents both cash receipts and disbursements. A printed document that is logged each time cash is received for goods or services. A payment or the promise of a future payment. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-11 ADMIN	Annual Inventory (505.04 ORC) – Arranged by department and by location. Annual inventory of township equipment and supplies. Admin.	3 years, provided audited	Paper		<input type="checkbox"/>
05-12 FISCAL	Appropriations Ledger – Arranged chronologically in minutes book. Board approved expenditures for the township. Fiscal	5 years, provided audited	Paper		<input type="checkbox"/>
05-13 FISCAL	Semi-Annual Apportionment of Taxes – Arranged chronologically. Explanation of tax distribution from the County Auditor. Fiscal	5 fiscal years	Paper		<input type="checkbox"/>
05-14 ADMIN	Budgetary and Fiscal Worksheets – Arranged chronologically. Anticipated receipts and expenditures. Admin.	3 years, provided audited	Paper		<input type="checkbox"/>

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05-15 FISCAL	Bids (Successful) – Arranged by project, Contract of promise of goods or services. Fiscal	1 year, after the expiration of the contract and audit	Paper		<input type="checkbox"/>
05-16a ADMIN	Contracts and Agreements – Arranged chronologically. Goods and Services. Admin. Legal	Prior to 2012, 15 years	Paper		<input type="checkbox"/>
05-16b ADMIN	Contracts and Agreements – Arranged chronologically. Goods and Services. Admin. Legal	2012 to June 14, 2021, 8 years	Paper		<input type="checkbox"/>
05-16c ADMIN	Contracts and Agreements – Arranged chronologically. Goods and Services. Admin. Legal	After June 14, 2021, 6 years	Paper		<input type="checkbox"/>
05-17a ADMIN	Correspondence – Arranged chronologically. General communication. Admin.	1 year	Paper		<input type="checkbox"/>
05-17b ADMIN	Correspondence – Arranged chronologically. Legal communication. Admin.	5 years	Paper		<input type="checkbox"/>
05-18 ADMIN	Statements of Account for Per Diem and Services (505.24 ORC) – Arranged chronologically. Time cards. Admin.	3 years, provided audited	Paper		<input type="checkbox"/>
05-19 ADMIN	Bonds, Officials – Arranged alphabetically. Performance insurance. Admin. Legal	3 years, provided audited	Paper		<input type="checkbox"/>
05-20 ADMIN	Accident Reports – Arranged alphabetically. Injury to an employee or property damage incidents. Admin. Legal	2 fiscal years, provided audited	Paper		<input type="checkbox"/>

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05-21 ADMIN	Certifications of Publishing Legal Notices – Arranged chronologically in with invoices and meeting minutes. Proof that a notice was legally published. Admin. Legal	2 years	Paper		<input type="checkbox"/>
05-22 FISCAL	OPERS (Ohio Public Employees Retirement System) Monthly Reports – Arranged chronologically. Report of employee and employer contributions.	60 years	Paper		<input type="checkbox"/>
05-25 ADMIN	Law Suits – (After Decisions) – Arranged alphabetically. For or against legal actions taken toward the township. Legal. Admin.	5 years	Paper		<input type="checkbox"/>
05-26 FISCAL	Payroll Records (Individual's Annual Records) – Arranged alphabetically. Hours worked and paid. Fiscal. Legal	60 years	Paper		<input type="checkbox"/>
05-27 FISCAL	Payroll Records (Biweekly) – Arranged chronologically. How many hours an employee has worked. Fiscal	3 fiscal years, provided audited	Paper		<input type="checkbox"/>
05-29a ADMIN	Voicemail Telephone Messages – Arranged chronologically. Communications. Admin.	Until no longer of Administrative value.	Electronic		<input type="checkbox"/>
05-29b ADMIN	Written Telephone Messages – Arranged chronologically. Communications. Admin.	Until no longer of Administrative value.	Paper		<input type="checkbox"/>
05-31 FISCAL	Total Wages and Salaries Report – Arranged chronologically. Hours worked and paid for an employee. Fiscal	5 years	Paper		<input type="checkbox"/>

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05-32 FISCAL	W2 Forms – Arranged alphabetically. Wage earnings and withholding reports for the year, for an employee. Fiscal	4 fiscal years	Paper		<input type="checkbox"/>
05-33 FISCAL	W4 Forms – Arranged alphabetically. Wage withholding documents. Fiscal	Until superseded or employee terminates	Paper		<input type="checkbox"/>
05-34 FISCAL	Amended Official Certificates of Estimated Resources – Arranged chronologically. Record of change in revenue. Fiscal	5 years	Paper		<input type="checkbox"/>
05-35 FISCAL	Annual Financial Reports for Auditor of State – Arranged chronologically. All yearly cash transactions. Fiscal	25 years	Paper		<input type="checkbox"/>
05-36 ADMIN	Applications for Employment – Arranged alphabetically. Applications for positions in the township. Admin. Legal	Retain with Personnel Records if applicant is employed; others destroy after 2 years	Paper		<input type="checkbox"/>
05-37 FISCAL	Audit Reports – Arranged chronologically. Reports of Auditor of State. Fiscal	5 fiscal years	Paper		<input type="checkbox"/>
05-38 FISCAL	Certificates of Total Amount from Sources Available for Expenditures and Balances – Arranged chronologically. Yearly estimates of receipts and disbursements. Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-39 ADMIN	Employee Time Records – Arranged chronologically. Record of time in and out. Admin.	3 years, provided audited	Paper		<input type="checkbox"/>

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05-40 ADMIN	Personnel Records – Arranged alphabetically. Personal employee records. Admin.	60 years	Paper		<input type="checkbox"/>
05-41 ADMIN	Workers Compensation Claims – Arranged alphabetically. Personnel records of on the job injuries. Admin. Legal	10 years after date of final payment	Paper		<input type="checkbox"/>
05-42 ADMIN	Junk Email – Arranged chronologically. Useless communications. Admin.	Immediately	Electronic		<input type="checkbox"/>
05-43 ADMIN	Duplicate Copies – Arranged chronologically. Extra copies of an original of file. Admin.	1 month	Paper		<input type="checkbox"/>
05-44 ADMIN	Auction – Arranged chronologically with receipts. All items sold at auction. Admin.	3 years after event takes place	Paper		
05-45 ADMIM	Draft of Minutes – Arranges chronologically. Copies of unapproved minutes that have been corrected. Admin.	1 month	Paper		
23-45 ADMIN	Draft of Minutes – Arranges chronologically. Copies of unapproved minutes that have been corrected. Admin.	1 month	Electronic		
05-46 ADMIN	Special Meeting Notices – Arranged chronologically. Meeting notices posted for public view. Admin.	1 year	Paper		<input type="checkbox"/>
23-46 ADMIN	Special Meeting Notices – Arranged chronologically. Meeting notices posted for public view. Admin	1 year	Electronic		<input type="checkbox"/>
05-47 ADMIN	Regular Meeting Notice – Arranged chronologically. Posted list of meeting dates, Admin.	1 year	Paper		<input type="checkbox"/>

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23-47 ADMIN	Regular Meeting Notice – Arranged chronologically. Posted list of meeting dates, Admin.	1 year	Electronic		<input type="checkbox"/>
05-48 ADMIN	Office Closed Signs – Arranged chronologically. Posted for public view of date of office closing. Admin.	1 year	Paper		<input type="checkbox"/>
05-50 ADMIN	Road Reports (internal) – Arranged chronologically. Report of activities of road work. Admin.	2 years	Paper		<input type="checkbox"/>
05-51 ADMIN	Insurance Claims – Arranged chronologically. All liability claims. Admin. Legal	10 years after claims are settled	Paper		<input type="checkbox"/>
05-52 ADMIN	Levy Files – Arranged alphabetically. Voted on tax levies. Admin.	Life of levy plus 1 year	Paper		<input type="checkbox"/>
05-53 FISCAL	Accounts Records (ORC 507.04) – Arranged chronologically. Records of expenditures and receipts. Fiscal	10 years after last entry, provided audited	Paper		<input type="checkbox"/>
05-55 Park	Park Rental Receipts Book – Arranged chronologically. Shelter house park rental contracts and deposits receipts. Park/Fiscal	3 years, provided audited	Paper		<input type="checkbox"/>
05-56 FISCAL	Depository Contract – Arranged chronologically. Agreement on deposit of funds. Fiscal. Legal	2 years after account is closed	Paper		<input type="checkbox"/>
05-57 ADMIN	Meeting Notes – Arranged chronologically. Rough draft and notes from meetings. Admin.	1 week after meeting	Paper		<input type="checkbox"/>
05-58 ADMIN	Old Business List – Arranged chronologically. Pending past business list. Admin. Legal	1 year	Paper		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
05-59 ADMIN	Public Participation Sign-in-Sheet for Meetings – Arranged chronologically. Agenda of public request to speak at a Board of Trustees meeting. Admin.	1 year after meeting, after incorporated into the minutes	Paper		<input type="checkbox"/>
05-60 ADMIN	Audio Recordings of Meeting – Audio recordings of Trustee Meetings.	15 years	Tapes/CD's/Flashdrives/Electronic		<input type="checkbox"/>
05-61 ADMIN	Facebook Posts – Internet Communication	2 years	Electronic		<input type="checkbox"/>
05-62 ADMIN/ FISCAL	Emails of Elected Officials – Communication received and sent via Email	Term of Office + 2 years	Electronic		<input type="checkbox"/>
05-63 ADMIN	Emails of Department Heads – Communications received and sent via Email	2 years	Electronic		<input type="checkbox"/>
22-64 ADMIN	Agenda – Arranged chronologically. Topics of Board of Trustee Meetings. Admin.	2 years	Electronic		<input type="checkbox"/>
22-65 ADMIN	Township Publications – Township News & Special Events briefly described to inform the public. Admin.	2 years	Electronic		<input type="checkbox"/>
22-66 FISCAL	Budget Resolutions – Arranged chronologically. Resolutions pertaining to annual budget and supplemental budgets or changes to budget passed by the Board of Trustees in a public meeting. Fiscal	5 fiscal years	Paper		<input type="checkbox"/>
22-67 ADMIN	Policy Resolutions-Arranged chronologically. Resolutions pertaining to new policies passed by	5 fiscal years	Paper		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	<b>the Board of Trustees in a public meeting. Admin.</b>				
<b>22-68 ADMIN</b>	<b>Memo's – General reminders and alerts. Brief topics of information. Administrative</b>	<b>Until no longer needed.</b>	<b>Paper</b>		<input type="checkbox"/>
<b>22-69 ADMIN/ FISCAL</b>	<b>Oaths – Signed Oaths taken from Elected Officials before term of office begins</b>	<b>10 years after term</b>	<b>Paper</b>		<input type="checkbox"/>
<b>22-70 FISCAL</b>	<b>Gasoline Fuel Records -Wex/Quick Fuel Monthly Reports-Arranged chronologically- with monthly invoice. Fiscal</b>	<b>3 years after audited</b>	<b>Paper</b>		<input type="checkbox"/>
<b>22-71 FISCAL</b>	<b>Purchase Orders/Blanket Certificates/Invoices Fiscal</b>	<b>3 years after audited</b>	<b>Paper</b>		<input type="checkbox"/>
<b>22-72 FISCAL</b>	<b>Invoices -Received electronically on Email</b>	<b>Until printed and invoice is paid</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>22-73 ADMIN</b>	<b>Phone Logs/Bills – Arranged chronologically. Logs of activity from township phones attached to invoices monthly. Admin.</b>	<b>3 years, provided audited</b>	<b>Paper</b>		<input type="checkbox"/>
<b>22-74 ADMIN</b>	<b>Employee Punched Time Worked – Employees recorded time worked during each calendar day. Includes department, "punch in" and "punch out" time. Admin.</b>	<b>1 year</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>22-75 FISCAL</b>	<b>Mileage Logs – Data received from eligible employees to determine reimbursement or withholdings according to IRS Mileage Rate. Fiscal</b>	<b>3 years, provided audited</b>	<b>Paper</b>		<input type="checkbox"/>
<b>22-76 FISCAL</b>	<b>Public Record Logs/Requests – Arranged chronologically. Logs and record requests of individuals, pertaining to Township. Fiscal.</b>	<b>3 years, provided audited</b>	<b>Paper</b>		<input type="checkbox"/>

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<b>22-77 FISCAL</b>	<b>Public Record Requests – Record requests from individuals pertaining to Township. Fiscal</b>	<b>Until printed and request is processed</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>22-78 ADMIN</b>	<b>Work Schedules – Employees scheduled time to work during each calendar day. Includes date, department, start and end time. Administrative</b>	<b>1 year</b>	<b>Paper</b>		<input type="checkbox"/>
<b>23-79 ADMIN</b>	<b>Deposit Logs – Activity of all cash and checks received. Includes employee who received, department, date &amp; amount received, signature of employee who counted and took to bank &amp; deposit amount. Kept chronologically with receipts.</b>	<b>3 years, provided audited</b>	<b>Paper</b>		<input type="checkbox"/>
<b>Z22-78 ZONING</b>	<b>Applications for Variance (Zoning Variance Case Files) Arranged by address. Contains name of applicant, mailing address, property address, home and business phone numbers; location description, subdivision name, lot number whether zoned; nature of variance; plans showing dimensions and shape of lot of present and future buildings; justification of variance; legal description; date and name of applicant; fee paid; decision of Board of Zoning Appeals; conditions and safeguards prescribed; and whether denied and reason.</b>	<b>5 years, provided no action pending</b>	<b>Paper</b>		<input type="checkbox"/>
<b>Z22-79 ZONING</b>	<b>Change Requests (Requests for Zoning Changes) Arranged by address. Contains date, legal description of property, change in classification requested, street</b>	<b>5 years provided no action pending</b>	<b>Paper</b>		<input type="checkbox"/>

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	address of property, owner name and address, signature, date, fee paid, and receipt number				
Z22-80 ZONING	Complaint Forms – Arranged by address. Contains name of complainant, date, by whom referred, address, name of offender and address, location and nature of violation, investigation and remarks, date, name of investigator, reference code, disposition and date, re-inspection information, condition found, and recommendations.	5 years, provided no action pending	Paper		<input type="checkbox"/>
Z22-81 ZONING	Zoning Grant Applications	5 years	Paper		<input type="checkbox"/>
Z22-82 ZONING	Permit Applications – Building or Fences (Applications for Zoning Approval) -Estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, building, type of sewage disposal, yard dimensions, signature, and date. Also includes date received, fee paid, certificate issued, number, and whether application denied and reason.	1 year after final decision rendered	Paper		<input type="checkbox"/>
Z22-83 ZONING	Permit Applications – Ponds (Applications for Zoning Approval) Arranged numerically and/or chronologically. Contains estimated value, legal description, property owner and address, contractor and address, dimensions and kind of lot, proposed use of land, and proposed	1 year after final decision rendered	Paper		<input type="checkbox"/>

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	use of pond with the pond's size, shape, depth, and plans. Also includes date received, fee paid, certificate issued, number, and whether applications denied and reason.				
Z22-84 ZONING	Permit Applications – Signs and Billboards (Applications for Permits to Erect or Place in Use Sign or Billboard) – Arranged by address. Contains zoning approval date and use zone, issue date, certificate number, and estimated value, name of owner of sign, number and street, which side of street, between which streets, and name of sign company; type of sign and classification; plot plans and sketch of sign, rate and fees, receipt number, height above grade, projection from building, whether and electric sign, and by whom submitted.	1 year after final decision rendered	Paper		<input type="checkbox"/>
Z23-85 ZONING	All Permit Applications	After printed and processed.	Electronic		<input type="checkbox"/>
F22-85 FIRE	WTFD's Accident Files	2 years	Paper		<input type="checkbox"/>
F22-86 FIRE	WTFD's Alarm Response Reports	5 years	Paper		<input type="checkbox"/>
F22-87 FIRE	WTFD's Alarm Response Reports	5 years	Electronic		<input type="checkbox"/>

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F22-88 FIRE	WTFD's Apparatus Check List	Life of Equipment	Electronic		<input type="checkbox"/>
F22-89 FIRE	WTFD's Successful Bids for Equipment	Until Equipment O/S	Paper		<input type="checkbox"/>
F22-90 FIRE	WTFD's Burning Complaint Files	1 Year	Paper		<input type="checkbox"/>
F22-90a FIRE	WTFD's Burning Complaint Files	1 Year	Electronic		<input type="checkbox"/>
F22-91 FIRE	WTFD's Emergency Medical Reports (EMS)	5 years	Electronic		<input type="checkbox"/>
F22-92 FIRE	WTFD's EPA Burning Violation Records	5 years	Paper		<input type="checkbox"/>
F22-92a FIRE	WTFD's EPA Burning Violation Records	5 years	Electronic		<input type="checkbox"/>
F22-93 FIRE	WTFD's Equipment Maintenance Records	Life of Equipment	Electronic		<input type="checkbox"/>
F22-94 FIRE	WTFD's Fire Code Violations	Until Superseded	Electronic		<input type="checkbox"/>
F22-95 FIRE	WTFD's Fire Inspection Reports	Life of Structure	Electronic		<input type="checkbox"/>
F22-96 FIRE	WTFD's Fire/Reports Incident Records	5 years	Electronic		<input type="checkbox"/>

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F22-97 FIRE	WTFD's Gas and Oil Disbursement Records	1 year			<input type="checkbox"/>
F22-98 FIRE	WTFD's Hydrant Maintenance Records	2 years	Electronic		<input type="checkbox"/>
F22-99 FIRE	WTFD's Incident Reports	5 years	Electronic		<input type="checkbox"/>
F22-100 FIRE	WTFD's Inspection of Structure Records (Violations)	Life of Structure	Electronic		<input type="checkbox"/>
F22-101 FIRE	WTFD's Insurance Claim Files	10 years	Paper		<input type="checkbox"/>
F22-102 FIRE	WTFD's Training Records	Merge with PM records	Electronic		<input type="checkbox"/>
F22-103 FIRE	WTFD's Vehicle Repair Records	Life of Vehicle	Electronic		<input type="checkbox"/>
F22-104 FIRE	WTFD's Vehicle Repair Records	Life of Vehicle	Paper		<input type="checkbox"/>
F22-105 FIRE	WTFD's Violation Notices	1 year after corrected	Electronic		<input type="checkbox"/>
F22-106 FIRE	WTFD's Work Schedules	1 year	Electronic		<input type="checkbox"/>
P22-107 POLICE	WTPD's Accident Files	2 years, provided no claim pending	Paper		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
P22-108 POLICE	WTPD's Activity Sheets	2 years	Paper		<input type="checkbox"/>
P22-109 POLICE	WTPD's Bicycle License Receipts	3 years, provided audited	Paper		<input type="checkbox"/>
P22-110 POLICE	WTPD's Bicycle License Registers	7 years after last entry	Paper		<input type="checkbox"/>
P22-111 POLICE	WTPD's Breathalyser Records	Not less than 3 years	Paper		<input type="checkbox"/>
P22-112 POLICE	WTPD's Child Abuse Case Records	7 years after case closed	Paper		<input type="checkbox"/>
P22-113 POLICE	WTPD's Complaint Reports	2 years, provided no action pending	Paper		<input type="checkbox"/>
P22-114 POLICE	WTPD's Constable Records (Complaint Reports) Contains complaint reports made to the township constable, showing name and address of complainant, nature of complaint, results of investigation, and name of investigating constable	Until no longer of Administrati ve value	Paper		<input type="checkbox"/>
P22-115 POLICE	WTPD's Criminal Case Files-Felonies	20 years, provided no action pending	Paper		<input type="checkbox"/>
P22-116 POLICE	WTPD's Criminal Case Files- Misdemeanors	3 years, provided no action pending	Paper		<input type="checkbox"/>



**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
P22-117 POLICE	WTPD's Fingerprints Records	Until age 80 years of deceased	Paper		<input type="checkbox"/>
P22-118 POLICE	WTPD's Firearm Records and Inventories	3 years, provided audited	Paper		<input type="checkbox"/>
P22-119 POLICE	WTPD's House Checks (Lists house, address, date leaving, date back, cars, and lights)	30 days after return	Paper		<input type="checkbox"/>
P22-120 POLICE	WTPD's Incident Logs (Police Logs) Contains dispatch time, arrival on scene time, location, dates, total time, officer, parties seen, and reason for run	7 years	Paper		<input type="checkbox"/>
P22-121 POLICE	WTPD's Junk Vehicle Cards	2 years after sale of other disposition	Paper		<input type="checkbox"/>
P22-122 POLICE	WTPD's Missing Person Reports	20 years or until found	Paper		<input type="checkbox"/>
P22-123 POLICE	WTPD's Offense Reports-Felonies	20 years, provided no action pending	Paper		<input type="checkbox"/>
P22-124 POLICE	WTPD's Offense Reports- Misdemeanors	3 years, provided no action pending	Paper		<input type="checkbox"/>
P22-125 POLICE	WTPD's Prisoner Booking Video Recording Tapes	90 days, erase and reuse provided no action pending	Video Tapes		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
P22-126 POLICE	WTPD's Radio/Phone Calls Audio Recording Tapes	30 days, erase and reuse provided no action pending	Audio Tapes		<input type="checkbox"/>
P22-127 POLICE	WTPD's Recovered Property Records	2 years after disposal of property	Paper		<input type="checkbox"/>
P22-128 POLICE	WTPD's Road Logs (Contains all information on messages, runs, time in and out, company responding, operator, dates, who made calls, and action taken)	5 years, provided no action pending	Paper		<input type="checkbox"/>
P22-129 POLICE	WTPD's Rules and Regulations	Until superseded	Paper		<input type="checkbox"/>
P22-130 POLICE	WTPD's Subpoenas, Summonses/Warrants	Until discharged	Paper		<input type="checkbox"/>
P22-131 POLICE	WTPD's Tow Tickets	3 years after paid, provided audited	Paper		<input type="checkbox"/>
P22-132 POLICE	WTPD's Traffic Crash Reports (Original copy of accident report completed by officer. Includes date, time, owners, vehicles, injuries, and citations issued)	2 years provided no action pending	Paper		<input type="checkbox"/>
P22-133 POLICE	WTPD's Traffic Citations (Contains violation, date, time, vehicle, owner, officer, and offense)	3 years, provided audited	Paper		<input type="checkbox"/>
P22-134 POLICE	WTPD's Training Material Files	Until superseded	Paper		<input type="checkbox"/>

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Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
P22-135 POLICE	WTPD's Training Records	Merge with Personnel records	Paper		<input type="checkbox"/>
P22-136 POLICE	WTPD's Vacation House Check Records	30 days after owner's return	Paper		<input type="checkbox"/>
P22-137 POLICE	WTPD's Vehicle Impound Records (Contains date of tow, complaint, time, tow company, officer responding, release date, lot towed to, and signatures	3 years	Paper		<input type="checkbox"/>
P23-138 POLICE	Vehicle Maintenance Logs	Life of Vehicle	Paper		<input type="checkbox"/>
P23-139 POLICE	Golf Cart Inspections	3 years	Paper		<input type="checkbox"/>
R22-138 ROADS	Roads Certificate s of Labor Performed	Until no longer of Administrati ve value, Appraise for historical value.	Paper		<input type="checkbox"/>
R22-139 ROADS	Roads Insect Control Records (Contains days of spray, area done, when to respray, what chemicals used, time, date, and operator)	2 years	Paper		<input type="checkbox"/>
R22-140 ROADS	Roads Job Orders (Contains date work requested, address of job, employees sent, work done, completion date, follow up comments, and time spent of job)	2 years	Paper		<input type="checkbox"/>
R22-141 ROADS	Roads Notices to Destroy Weeds (Arranged chronologically. Contains	Until no longer of	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

Washington Township Trustees (Lucas County)

Admin/General/Police/Fire/Roads/Zoning

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(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	date, date notified, date to destroy and what to destroy and where. Also contains property owner and address	administrative value. Appraise for historical value			
R22-142 ROADS	Roads Fund Records (Expense of Township Road and Bridge Repairs; Delinquent Road Fund Journal; ORC 507.04; ORC 5543.05) Arranged chronologically by date of entry. Contains date, township funds and orders issue, to whom paid, and amount paid	10 years after last entry, provided audited	Paper		<input type="checkbox"/>
R22-143 ROADS	Roads Annual Log for Storm Water Utility Fund Reimbursements	3 years, provided audited	Paper	Audited means: the <input type="checkbox"/> years encompassed by the records have been audited by the	
R22-144 ROADS	Roads Annual Blight Work Log	3 years, provided audited	Paper	Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
R22-145 ROADS	Vehicle Maintenance Log	Life of Vehicle or until no longer owned	Paper		<input type="checkbox"/>
R22-146 ROADS	Equipment Maintenance Log	Life of Equipment or until no longer owned	Paper		<input type="checkbox"/>



**TRUSTEES:** Jerry Mayfield 419-729-1167  
Don Barto, Sr. 517-581-6871  
Mark Schuster 419-466-9884

**FISCAL OFFICER:** Michele Nowakowski 419.410.8304

2469 Shoreland Avenue, Toledo, OH 43611, 419.726.6621, Fax 419.727.9833 <http://www.washington-twp.com>

## **Records Commission Meeting August 13<sup>th</sup>, 2024**

Michele Nowakowski, Fiscal Officer called the meeting to order at 5:46pm and thanked Trustee Don Barto for being Vice Chairperson last year.

Present is Jerry Mayfield, Trustee Chair and Michele Nowakowski, Fiscal Officer.

**MOTION: NOMINATE MICHELE NOWAKOWSKI, FISCAL OFFICER, AS OUR RECORDS COMMISSION CHAIRPERSON OF 2024.**

Trustee Mayfield moved; Michele Nowakowski seconded.

Roll Call: Michele Nowakowski yes, Trustee Mayfield, yes.

**MOTION: NOMINATE TRUSTEE JERRY MAYFIELD AS OUR VICE CHAIRPERSON OF OUR RECORDS COMMISSION OF 2024.**

Michele Nowakowski moved; Trustee Mayfield seconded.

Roll Call: Trustee Mayfield yes, Michele Nowakowski yes.

Michele Nowakowski:

We have received updated retention schedules from our Department Heads. Updates include: electronic versions rather than paper media type.

**MOTION: TO APPROVE OUR TOWNSHIP'S SCHEDULES OF RETENTION FOR EACH DEPARTMENT.**

Michele Nowakowski moved; Trustee Mayfield seconded.

Roll Call: Michele Nowakowski yes, Trustee Mayfield yes.

**MOTION: ALL TOWNSHIP PERSONNEL IS TO COMPLY WITH OHIO ELECTRONIC RECORDS COMMITTEE GUIDELINES FOR ELECTRONIC RECORDS MANAGEMENT. THESE GUIDELINES ARE FOUND ON OHIOERC.ORG WEBSITE.**

Trustee Mayfield moved; Michele Nowakowski seconded.

Roll Call: Michele Nowakowski yes, Trustee Mayfield yes.

**MOTION: EACH EMPLOYEE IS TO BE RESPONSIBLE FOR COMPLIANCE WITH PUBLIC RECORDS REQUESTS FOR THEIR WRITTEN AND EMAIL COMMUNICATIONS.**

Michele Nowakowski moved; Trustee Mayfield seconded.

Roll Call: Trustee Mayfield yes, Michele Nowakowski yes.

**MOTION: TO SUBMIT OUR APPROVED SCHEDULES TO OHIO HISTORY CONNECTION TO START THE PROCESS OF THE STATE'S APPROVAL.**

Trustee Mayfield moved; Michele Nowakowski seconded.

Roll Call: Michele Nowakowski yes, Trustee Mayfield yes.

Michele Nowakowski:

Our Commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any legal case, claim, action or request. Therefore I motion. . .

**MOTION: EACH DEPARTMENT HEAD IS TO BE RESPONSIBLE FOR SUBMITTING A LIST OF THEIR RECORDS TO BE DESTROYED TO THE RECORDS COMMISSION TO RECEIVE APPROVAL BEFORE THEY ARE DESTROYED.**

Michele Nowakowski moved; Trustee Mayfield seconded.

Roll Call: Trustee Mayfield yes, Michele Nowakowski yes.

Michele Nowakowski:

I would like it noted that records needing to be destroyed are to be listed on the appropriate Records Commission form. The Records Commission book is listed by our entrance door with the forms in it.

**MOTION: TO KEEP PUBLIC RECORDS COST AT .05 PER COPY AND AT TOWNSHIP'S COST FOR FLASH DRIVE/CD OR DVD. (No labor cost is to be charged).**

Trustee Mayfield moved; Michele Nowakowski seconded.

Roll Call: Michele Nowakowski yes, Trustee Mayfield yes.

**MOTION: TO ADJOURN MEETING AT 5:50 PM.**

Michele Nowakowski moved. Trustee Mayfield seconded.

Roll Call: Trustee Mayfield yes, Michele Nowakowski yes.

Approved By:



Michele Nowakowski  
Fiscal Officer/Record Commission Chair



Jerry Mayfield  
Trustee Chairman/Record Commission Vice Chair



Record Commission  
*Chair: Michele Nowakowski 419.410.8304*  
*Vice Chair: Jerry Mayfield 419-729-1167*

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Cost of Public Records:

Item	Cost
Copies	.05 per page
Flash Drive	At Township's current cost
CD/DVD	At Township's current cost

(Labor costs are not included and are not to be charged)